

Assigning or Modifying Staff SLDS Permissions

Using your k12.nd.us (Office 365) user name and password, log into the SLDS security application at the following url:

<https://edportal.nd.gov/slds/login.aspx>

Assigning initial permissions for new SLDS users

1. Select “Maintain Application Users” within the Application Maintenance area.

The screenshot shows the SLDS Main Menu interface. At the top, there is a dark blue header bar with the text "Main Menu" on the left and "User: [input field] | Log Out" on the right. Below the header, the main content area is titled "Main Menu" and contains four large rectangular panels. The first panel, "Application Maintenance", has a sub-header "Maintain Application Users" and a list of links: "Maintain Application Users", "Manage User Security", "Re-Authorize Teachers", and "Manage Service Providers". The second panel, "Manage User Security", has a sub-header "History and Re-Authorization" and a link "Security Admins". The third panel, "Re-Authorize Teachers", has a sub-header "School" and a link "Left To Authorize". The fourth panel, "Manage Service Providers", has a sub-header "Manage Providers" and a link "Data Agreements".

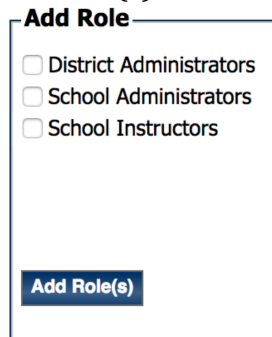
2. Change Application drop down to SLDS
3. Enter in First Name and Last Name of user
4. Select Search

Search for User

The screenshot shows the "Search Criteria" form. It has a title "Search Criteria" and a list of search criteria. The criteria are: "Application:" with a dropdown menu set to "SLDS"; "Domain:" with a dropdown menu set to "K12"; "First Name:" with a text input field containing "Jane"; "Last Name:" with a text input field containing "Hovda"; "User ID:" with a text input field; "Organization(s):" with a button labeled "Select Organization(s)"; "Unit(s):" with a button labeled "Select Unit(s)"; and "Role(s):" with a button labeled "Select Role(s)". At the bottom of the form, there are two buttons: "Clear" and "Search".

5. User will display in Search Results.

6. In Action column: Select Add User
7. Select appropriate permission level in the Add Role window.
8. Select Add Role(s)



Add Role

☐ District Administrators

☐ School Administrators

☐ School Instructors

Add Role(s)

9. Verify your District is displaying correctly in the Select District drop down.
10. Select Continue.
11. When assigning District Admin permissions, select the Add button.
12. When assigning School Admin or School Instructor permissions, within the Select Assignment(s) drop down select the School or Schools required.
13. Select the Add button.

Modifying permissions for an existing user

1. Maintain Application Users
2. Search for User
3. Select Search
4. In the Action column select Edit User
5. In the Edit Application User screen, in the Action column select Delete to remove existing permissions
6. Return to Step 6 above and complete modifying permission for user.

Deleting permissions for an existing user

1. Maintain Application Users
2. Search for User
3. Select Search
4. In the Action column select Edit User
5. In the Edit Application User screen, in the Action column select Delete to remove existing permissions

****Assigning the role of District Security Admin needs to be completed through the EduTech Help Desk.**

Any questions or issues with the process, please contact the EduTech Help Desk.